

If you checked yes to any of the above inquiries, describe in full on a separate sheet and attach that explanation to this application. (Answering yes to any of the above inquiries is **not** an automatic bar to employment. All circumstances will be considered.)

## CERTIFICATION

Communicate with the Director of Certification, State Department of Public Instruction, Helena, Montana 59620, regarding your eligibility for a Montana certificate. Furnish information to this office regarding certification as soon as you receive it from the State Department. Helena School District No. 1 does not assume any responsibility for your certification. As the recipient of a new Montana teaching certificate, you must comply with Section 20-4-202, Montana Code Annotated, which states in part ". . . If a teacher or specialist does not register her/his certificate with the county superintendent within sixty calendar days after s/he begins to perform her/his services, s/he shall not be eligible to receive any further compensation under her/his contract of employment until s/he has registered her/his certificate.

## TRANSCRIPTS/PLACEMENT FILES

It is the candidate's responsibility to request your college or university to provide us with up-to-date transcripts and an updated placement file. Official transcripts of all college work must be furnished at the time an offer is made; unofficial copies will suffice for application purposes. Most placement offices do not include transcripts with the placement file.

## EMPLOYMENT CONDITIONS

- Pursuant to ARM 16.28.1055, each District employee must provide verification that the employee has had a tuberculosis (TB) test. Verification must include the date of the test, the results of the test, and the signature of the person who conducted the test. It is the policy of the Personnel Office to require verification of a TB test from any candidate chosen for employment prior to placing that person's name in front of the Board of Trustees for approval.
- Helena School District No. 1 has a Tobacco Free Policy enforced in all District buildings.
- Teachers employed by Helena School District No. 1 are represented by the Montana Education Association. Should a candidate be selected for employment by the Board of Trustees, according to the Agreement between the Board of Trustees and the Association, please take notice that as a condition of employment, you will be obligated to pay a representation fee to the Montana Education Association, regardless of whether you elect to become a member of the Association.

## MAINTENANCE OF CREDENTIALS SUBMITTED FOR EMPLOYMENT CONSIDERATION

State certification/license and areas of endorsement as indicated on the initial application are continuing District expectations while employed. If elected, the applicant agrees, while in the employ of Helena School District No. 1, to maintain all areas of endorsement under which they were hired.

## REFERENCES/PREVIOUS EXPERIENCE

I authorize investigation of all statements and matters contained in this application or which the Board of Trustees of Helena School district No. 1 and/or their agents may deem relevant to my employment, and I authorize all my previous employers to persons having information concerning me or my record to report such information to Helena School District No. 1. I release all such persons from all claims or liabilities whatsoever on account of making such inquiry or making such disclosures whether favorable or unfavorable.

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## EQUAL OPPORTUNITY

All applicable state and federal statutes apply to Helena School District No. 1 practices and procedures. Helena School District No. 1 is an equal opportunity institution. It is the policy and intent of this District not to discriminate in its educational programs and activities or in employment on the basis of race, color, sex, age, religion, creed, marital status, citizenship, national origin, physical or mental handicap, veteran status or any other unlawful basis.

## VETERAN EMPLOYMENT PREFERENCES

The Veterans' Public Employment Preference Act, Montana Code Annotated §39-29-101 et seq., provides preference in public employment for certain military veterans or their eligible relatives. Montana Code Annotated §39-29-102 provides the additional of 5% points or 10% points to an applicant's score when a numerically scored procedure is used provided the applicant receives 70 or more percentage points of the total possible points that may be granted in the scored procedure.

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I understand that misrepresentation or omission of information requested is cause for dismissal, and I affirm that the information provided in this application is complete and accurate.

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Date

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Signature of Applicant

Your completed application folder will be placed on active status in the Personnel Office for two years from the date of your application and will be considered each time you write to express your interest in an announced vacancy. After two years an applicant not offered employment should contact this office to renew application if employment is still desired.